

SMALL PROCUREMENT CONTRACT COVER SHEET FOR \$25,000 OR LESS BUT GREATER THAN \$2,500

DHMH, Office of Procurement and Support Services (OPASS), Room 416, 201 W. Preston Street, Balto., MD 21201 (410) 767-5816 FAX (410) 333-5958

CHECK ITEMS OR FILL IN THE BLANKS, AS APPROPRIATE

STANDARD SERVICE		HUMAN SERVICE	
PROCUREMENT METHOD		Solicitation #	
ADPICS Requisition #		FMIS Appropriation Code	
SUBMITTING UNIT		FMIS Department Code	
ADDRESS:			
UNIT CONTRACT MONITOR		PHONE/FAX	
CONTRACTOR		SSN OR FEIN	
ADDRESS:			
VENDOR CONTACT MONITOR		PHONE/FAX	
AMOUNT	\$	*PCA	*AGY OBJECT
FISCAL YR BREAKDOWN	FY \$	FY \$	FY \$
Funding Source	General - %	Federal - %	Special Funds - %
Start Date	End Date		
Options:	Beg	End	Amount
	Beg	End	Amount
Description of Services:			
Projected Impact if Start Date (above) is not met:			

PROCUREMENT PACKAGE SPECIFICATIONS

Submit Procurement Page to OPASS at the address provided above. The Procurement Package must be complete and organized according to the specifications provided herewith.

CHECK IF PRESENT/COMPLETED

Completed Cover Sheet		Fund Cert	
Three Contracts** with original signatures of the Contractor		PRG Approval Form (If Applicable)	
Three Copies of the Bid/Proposal		One Copy of Solicitation (Electronic Version also)	
Three Copies of the Contract Affidavit		List of Potential Vendors to be Solicited (MBE's Identified)	
Three Copies of the Sole Source Determination			
SBR Exemption (If Applicable)			

*If multiple fund source, use Multiple Funding (PCA/AGY OBJ) Detail Form

**A DHMH-3982 for all competitive sealed bid contracts, or a DHMH-4133 or a DHMH-3882 for either sole source contracts or competitive sealed proposals. If no contract is used, sufficient data for completion of a DHMH Purchase Order is required.

I attest to the accuracy and completeness of this Procurement Package:

Type/Print Name of Procurement Coordinator-PHONE	Signature of Procurement Coordinator/Date
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Attach a separate sheet for additional information as necessary. A letter acknowledging receipt of this package will be sent to the DHMH Procurement Coordinator .

DHMH/OPASS (09/2008)